

GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY



No. 1(5)/2016-FA

Islamabad, the 6th November, 2023

C I R C U L A R

Subject: NOMINATIONS FOR SELECTION AGAINST THE POST OF DEPUTY DIRECTOR (HAJJ) (BS-18), MADINAH MUNAWWARAH, DIRECTORATE GENERAL OF HAJJ, JEDDAH, SAUDI ARABIA.

The post of Deputy Director (Hajj) (BS-18) Madinah, Munawwarah, Directorate General of Hajj, Jeddah, Saudi Arabia is required to be filled-in by a suitable officer through a process of selection as per prescribed policy. **Job Descriptions of the post are as under: -**

- a) To assist in formulation and execution of the Hajj operation plan
- b) To look-after the welfare of the pilgrims during their stay in Saudi Arabia
- c) To deal with cases relating to reception and farewell of the pilgrims at Madinah Munawwarah
- d) To dispose of complaints lodged by the pilgrims
- e) To recover properties lost and deposited with the Bait-ul-Mal
- f) To deal with death / injury cases of the pilgrims
- g) To disburse financial help to destitute pilgrims
- h) To keep liaison with the Saudi authorities
- i) To assist in the arrangements undertaken by the Pakistan Embassy staff for the Head of the State / VIPs
- j) To deal with administrative matters of the Madinah Office
- k) To assist in hiring of accommodation for pilgrims and maintaining accounts thereof
- l) To maintain accounts of Pakistan House, Madinah Munawwarah

2. **Eligibility criteria (Qualifications and experience etc.) are as under: -**

- i. Regular officer of the Federal / Provincial Government in BS-18 (not on acting charge or current charge basis)
- ii. The officer must be in the same grade as the post to be filled
- iii. Officers in higher or lower grades will not be considered
- iv. The officer must be at least a graduate and below 56 years of age on the closing date of application
- v. The officer who has not been posted abroad twice
- vi. Officer, who has not been posted abroad in the last 3 years
- vii. The officer must have experience of crowd handling, mega event management and crisis management
- viii. The officers must have experienced of multitasking and interacting and working as team with multiple Government departments like municipal authorities, police, district administration etc.
- ix. Ability to speak, write and understand modern Arabic language
- x. The officer must possess IT Skills especially in MS Office
- xi. The officer must have excellent interpersonal skills

3. **The following officers would be ineligible:**

- i. Officer in promotion zone within next 2 years.
- ii. Officer likely to retire during the next 4 years.
- iii. The officer posted abroad twice
- iv. Officer, who has been posted abroad in the last 3 years

Cntd.... P/2

4. The Ministries / Divisions / Provincial Departments are required to forward nomination of suitable candidates fulfilling the requisite criteria and also to furnish following documents:

- A copy of CNIC
- Pay-slip for the month of September-2023
- Bio-data-cum-CV with 03 photographs
- Service Statement (to be provided by service regulator/parent department);
- PERs grading for the last five years (to be provided by service regulator/ parent department)
- All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular; and
- In addition to the above documents, following certificates duly signed by service regulator/parent department are required:

A. **Mandatory Certificates required for determination of eligibility for the written test:**

- (i) The officer is in BPS-18 on regular basis
- (ii) The officer is not retiring (in next 4 years)
- (iii) The officer is not posted abroad twice
- (iv) The officer is not been posted abroad in the last 3 years

B. **Other certificates required from the Parent Department:**

- (i) No Disciplinary Inquiry is pending against the officer
- (ii) The officer will be relieved if selected (by service regulator/parent department)
- (iii) The officer will be relieved if selected (by the department where he is presently posted)

5. The applications received after the closing date and that found incomplete after scrutiny will not be entertained. Closing date for receipt of applications is **27th November, 2023.**

6. The candidates who qualify the written test and short listed after scrutiny of the documents, will be called for interview. No TA/DA will be given for test / interview.

Note:

- i) Incomplete nominations will not be entertained
- ii) Nominations will not be entertained after due date
- iii) Nominations will not be entertained without proper channel
- iv) Proforma duly filled-in by the nominee must be sent along-with nomination


(Suhail Akhtar)
Section Officer (HA)
051-9207507

Distribution:

- (i) All Ministries / Divisions.
- (ii) The Chief Secretary, Government of Punjab, Lahore.
- (iii) The Chief Secretary, Government of Sindh, Karachi.
- (iv) The Chief Secretary, Government of KPK, Peshawar.
- (v) The Chief Secretary, Government of Balochistan, Quetta.
- (vi) The Chief Secretary, Government of Gilgit Baltistan.
- (vii) The Chief Secretary, Government of Azad Jammu & Kashmir.
- (viii) The Auditor General of Pakistan.
- (ix) The Controller General of Accounts, Pakistan.
- (x) The Federal Board of Revenue, Pakistan.


(Suhail Akhtar)
Section Officer (HA)

Copy to:

- i. P.S to Secretary, (RA&IH)
- ii. S.P.S to Additional Secretary (RA&IH)
- iii. A.P.S to Joint Secretary (Hajj)

PRESCRIBED PROFORMA

Name of the officer _____

Father/Husband name _____

CNIC NO. _____

Date of Birth: _____

Designation: _____

BPS (on regular basis) _____

Name of the Service /Group _____

Presently Working in: _____

Parent Department: _____

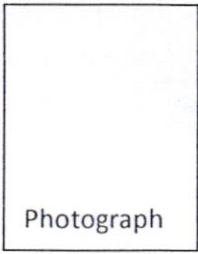
Qualification: _____

Mobile No: _____ Office: _____ Res: _____

Email Address: _____

Postal Address (Office): _____

Postal Address (Residence): _____


 Photograph

<u>Service History</u>				
Sr. No	Department	Designation	Period	
			From	To
1.				
2.				
3.				

*a separate sheet may be used to complete Service History

Applicant Signature

